Bidder's Conference Questions
February 7, 2012

<u>**General**</u>

Can an applicant apply for multiple counties?
> Yes. A separate application is required for each county.

If a current applicant is applying for other counties, does that applicant need performance reports for those counties?
> No.

What is the split of state/federal funding for planning purposes?
> The estimated split is 59% state and 41% federal.

When describing structured options for the managed program design, should we use the names given and descriptions in the RFP, i.e., holding classes and workshops … or can we define them ourselves?
> The applicant should determine the terminology.

There are bullets within the main bullets in the narrative questions we need to respond to. Do we put in the bullets within the bullets in our responses or do we just use one bullet for each response item? An example of this would be the first item on the narrative and the last item on page two of the narrative.
> The formatting should be determined by the applicant.

Can we use News to Use in our written narrative as a reference?
> References should be determined by the applicant.

Are charts and graphs allowed?
> Yes.

What are the font size limitations for charts/graphs in the proposal? Can they be single spaced?
> There are no specifications for font size. Single spacing for chart/graphs is acceptable. Make sure you do not exceed the page limitations for each section.

How much narrative detail is necessary in the RFP proposal to explain program service offerings? For example would a chart indicating the core service, times, days and length of offerings with a short narrative summary suffice?
Will each bullet point explanation need to stand alone or can it be cross-referenced in other sections of the narrative? Will it affect points?

Please refer to Tips for a Grant Application on the Kentucky Adult Education website, specifically:
- Provide sufficient detail so that the reader can fully understand your response. Write the proposal as if the reader does not know adult education or the particular circumstances in your county.
- If the Narrative asks for evidence, make sure your response is detailed enough to satisfy the reader. Provide data and documentation. Lists and/or general statements are not sufficient.
- If the RFP asks for a description, plan or strategy, make sure your response has sufficient details to address the bullet. A general statement or recitation of KYAE policy is not sufficient.
- Respond to ALL bullets in each section of the RFP because points will be awarded for each bullet. Your responses should be in the same order as the bullets in the RFP.

Homework packets-How do you count homework packets as hours? Can you count each packet you give them if it is different?
This question is not pertinent to the RFP.

Since I am new to the adult education program, can you provide assistance in developing the proposal?
Due to the competitive nature of this grant process, federal and state guidelines greatly restrict the kind of information and assistance that Kentucky Adult Education can provide. Through February 14, you may submit questions by e-mail to Janet.Hoover@ky.gov and we will answer allowable questions in writing. FAQs will be posted on the website after February 14.

Is the KAACE grant-writing workshop related to the Kentucky Adult Education Bidder's Conference?
No. The two events are unrelated. KYAE has no input or oversight regarding information presented at the KAACE workshop.

Can KYAE funds be used to attend the KAACE grant-writing workshop?
No. You may not use any type of KYAE funds to attend the KAACE workshop.

Section 2A, Evidence of Past Effectiveness

For existing programs – In analyzing our AERIN data for the RFP, we need to know if the 2008-2009 fiscal year had goal requirements to be reached or were they waived for every county due to the New Framework?

Please do not confuse Performance requirements with Accountability requirements.

- Performance requirements include goals for enrollment, academic performance, GED and transitions to postsecondary education. KYAE never waives these goals. Excellent and Proficient performance leads to performance funding.
- The Accountability model spells out the consequences for sustained poor performance so that programs are aware of performance levels that lead to contract termination. From time to time, KYAE has paused the Accountability model. Examples are in the 2007-08 and 2008-09 years:

    o The New Framework for Adult Education was introduced in May 2007. The 2007-08 fiscal year was deemed a "transitional" year. The New Framework document stated, "There will be no sanctions for not meeting enrollment goals or performance during this transitional year."

    o In March 2009, KYAE sent an e-mail to providers about the accountability component of the Performance and Accountability Model – the full message is available at http://www.kyae.ky.gov/announcements/2008-09_performance.htm . In part the message stated, "We have concluded there is a need to press "pause" on the accountability component of the new Performance and Accountability Model. As a result, programs performing in Needs Improvement for fiscal year 2008-09 will not be placed on probation and fiscal year 2008-09 will not be considered the first-year status of the accountability model."

I'm a current provider who was in the managed enrollment pilot. Which section do I respond to in #2?

As a current provider applying for the same county, you should reply to Section 2A, p. 4 of the Application Narrative. No documentation is required for Part 1. Part 2 requires a written response to two bullets.

How will points be assigned to section 2A, Part 1 for programs that were in the managed enrollment pilot for 2 years?

Points for all current providers will be assigned as explained in the Application Narrative on p. 4. Note that current applicants have the opportunity to earn points in both Part 1 and Part 2.

As a point of clarification for programs in the managed enrollment pilots, please see www.kyae.ky.gov for the pilot Application Guidelines for each fiscal year. The paragraphs below are copied from those guidelines.

From the May 11, 2009, managed program application:
"Applications that are approved will be exempt from the enrollment component of the new Performance and Accountability Model for fiscal year 2009-10. In other words, programs not meeting their enrollment goal for fiscal year 2009-10 will <u>not</u> be placed on probation and fiscal year 2009-10 will <u>not</u> count towards contract termination. However, to be eligible for Program Performance Funding, counties must successfully achieve <u>Proficient</u> or <u>Excellence</u> in Enrollment and <u>Excellence</u> in Academic Performance for fiscal year 2009-10."

From the March 10, 2010, managed program application:
"Applications that are approved will be eligible for Program Performance Funding; however, counties must successfully achieve <u>Proficient</u> or <u>Excellence</u> in Enrollment and <u>Excellence</u> in Academic Performance for fiscal year 2010-11."

In 2008-09, to be Proficient, programs needed 46% for academic performance. But is it correct that in Section 2A, we need 48% to earn points for past effectiveness for academic performance in 2008-09?

That is correct. The points in the chart for Section 2A, Part 1, are not aligned with past categories of Excellence, Proficient or Needs Improvement.

For existing programs, when completing the Section 2A, Part 1, does the KYAE GED Goal refer to total numbers of GEDs for that county or does it refer to those the program has set with a GED goal?

The KYAE GED Goal refers to the numerical goal for your county – not the NRS percentage.

I have RFP questions as related to Section 2A.
- **For KYAE, the federal requirement for enrollment has always been 12 hours. When did the 12 hours become effective, in reference to enrollment, for local programs?**
- **When was policy changed in reference to the number of hours before post-testing?**
- **When did it change the second time, reducing the number of hours?**
- **When did the out-of-range TABE score policy take effect?**

The answers to all your questions can be found at http://kyae.ky.gov/policy and the Archived Policy link from that page ... or by using the Search feature.

I am a current provider and recently ran my performance report for 2008-09. The enrollment goal was incorrect on the report. Is KYAE looking at accurate data to determine points in Section 2A, Part 1?

> There was a temporary programming issue that caused a few county enrollment goals to display incorrectly for that year. The glitch has been resolved. All performance reports for 2008-09 should now show accurate data. Please be assured that the spreadsheet that KYAE will use for RFP scoring accurately reflects all data. The spreadsheet was not generated in the same way as the performance reports, so the programming issue did not affect its accuracy.

If an agency is applying to contract with a NEW county, even if they are partnering with the old provider, do they use stats from the county where they have been providing services?

- In applying for the county where you currently provide services, respond to Section 2A, Parts 1 and 2.
- In applying for a new county, respond to the narrative bullets in Section 2C. You may use performance data from the current program to support your narrative.

Core Services

Family literacy- Is it included in GED classes?

> Adult education is one of the four components of family literacy. Adults who do not have a high school credential should be working toward a GED.

Do we have to provide family literacy?

> Family literacy is an optional service and should be based on need/demand in your county.

Family literacy is not mentioned in the RFP. If providing, should this be mentioned in the proposal?

> Yes, this could be mentioned in the first bullet where you will describe your overall proposed program design.

Workforce education-Do we have to provide this if we have no industries within the county?

> Workforce education is an optional service and should be based on need/demand in your county.

Providing service at the local jails was once optional; is this an option now or a mandate?

> Funded adult education providers are required to serve full-service jails in their county provided the full-service jail meets certain provisions as outlined in the current KYAE Policy and Procedure Manual available at www.kyae.ky.gov.

Staff Quality

Is it possible to write our grant to have the program director be a part-time position?
> Due to the competitive nature of the grant, Kentucky Adult Education cannot advise you on this issue.
>
> Please note the language describing Kentucky Adult Education's preferred staffing model for program directors, Application Narrative, p. 5:
> "Kentucky Adult Education favors a staffing model in which program directors 1) work 100 percent of their time in the adult education program as either a full-time adult education director or a full-time adult education program director/instructor; 2) lead the administrative and instructional functions of the program; 3) have daily engagement with the adult education staff and program and 4) have their offices in the same physical location as the main adult education center. (Please note: Administrative funds can be pooled from multiple counties to support a full-time adult education program director.)"

Per Application Guidelines, administrative funds can be pooled from multiple counties to support a full-time adult education director. Can the funds be pooled to pay for an assistant director?
> Yes, administrative funds can be pooled to support an assistant director.

Managed program parameters

Are English as a second language and family literacy programs required to have formal lesson plans and syllabi by July 2013?
> Funded applicants will be expected to implement all aspects of the managed program parameters during the 2012-13 year as outlined on www.kyae.ky.gov .

Is a classroom managed program required for the detention centers in which service is offered the minimum 3 hours per week and inmate average stay is 30 days?
> No.

Are syllabi and lesson plans required for the detention centers in which only 3 hours per week instruction is offered for an average stay of 30 days?
> No.

Data

Do you know if the Mennonite and Amish populations were given this survey?
> Questions about American Community Survey data collection should be addressed to the U.S. Census Bureau.

In referencing community data, are there specific sources that must be referenced or may any sources be used as long as cited?
> The applicant should use sources felt to be pertinent. Sources should be cited.

Proposal review

Is there a rubric for scoring?
> Reviewers will use a scoring rubric that follows the format of the Application Narrative and will allow space for reviewers to record their scores for each bullet.

What is the minimum score?
> To be approved, the application must score at least 140 points out of 200, or 70%.

When will we hear whether our proposal has been approved?
> Approximately mid to late May.

Do you realize that timeline is after school boards have to notify employees of contracts for next year?
> We have a diverse provider network with various personnel-related timelines; however, our intent is to announce decisions approximately mid to late May.